



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #12/01**

April 11, 2001

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: HR DATA WAREHOUSE

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On February 1, 2001 I sent you a memo announcing implementation of the HR Data Warehouse. The core release of the HR Data Warehouse focused on payroll-related information and provided you with a new downloadable tool to assist with payroll data analysis including payroll reconciliation activities. You were asked to appoint one or two primary payroll and personnel staff from your agency to be the initial users of the warehouse. These initial users have been able to retrieve payroll information from the ADVANTAGE-HR production system much more efficiently and have provided our team with a great deal of positive feedback.

As promised at that time, limited personnel records information was added to the HR Data Warehouse and shakedown tests have been conducted by a select focus group. This additional information has been moved into production and is now available to users with security access to the data warehouse. I encourage all agencies to ensure their appointed Personnel representative(s) register for access to the Warehouse. If these individuals are not currently HR Data Warehouse users, they must first have an ADVANTAGE-HR Online Database Confidentiality Agreement on file with the Department of Personnel. Also, it is highly recommended new users attend a data warehouse training session. Confidentiality and training request forms are available on the IFS-HR web site ([www.ifs.state.nv.us](http://www.ifs.state.nv.us)) under "IFS-HR Forms". This information is also available from the IFS-HR Help Desk by calling (775) 684-8696.

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I am very pleased with the results of our development team's efforts to provide us with a new, exciting system for retrieving and analyzing payroll and personnel data. I encourage you and your staff to become active users of the HR Data Warehouse and begin realizing the benefits of this new and easy-to-use system. Should you or your staff have any questions, feel free to call the IFS-HR Help Desk at (775) 684-8696.

JG:cp

cc: Agency Personnel Liaisons  
Agency Personnel Representatives